

WHS & HANMER SCHOOL BUILDING COMMITTEE MINUTES – Monday, March 12, 2012

Chairperson Fortunato called the meeting to order at 6:55 PM in the Teacher's Lounge at Wethersfield High School, 411 Wolcott Hill Road.

Present:

Committee Member Name	Present	Absent	Excused
Christine Fortunato, Chairman	X		
J. Edward Brymer Jr., Vice Chairman	X		
Steven Barry		X	
Daniel Camilleri	X		
Frank Dellaripa	X		
Diane Fitzpatrick, Clerk	X		
Peter Gardow			X
Liaison Present			
David Drake, Council Liaison			X
Mike Turner, Staff Liaison			X
Staff Present			
Jeff Bridges, Town Manager			X
Tim McDowell, Supt. Of Schools			X
Mike Emmett, Asst Supt. School	X		
Tom Moore, WHS Principal	X		
Fred Bushey, Dir of Maintenance		X	
Gale DiLuzio, Executive Secretary	X		
Guest Present			
Rusty Malik, Quisenberry Arcari	X		
Tom Arcari, Quisenberry Arcari			X
Ken Biega, O&G			X
Alan Mclveen			X

Principal Moore led the members of the committee on a tour of the critical areas at the High School including proposed atrium, media center, cafeteria, auditorium, music rooms, and lecture hall.

1. Public Comments:

No comments-

2. Minutes of February 6, 2012 meeting:

Motion by Frank Dellaripa, seconded by Diane Fitzpatrick to approve the minutes of February 6, 2012 meeting as presented. All present voted in favor.

3. Chairpersons Report

Chairperson Fortunato reported that she had given a tour of the school to about 30 residents, and that members of the Yes to WHS group gave a presentation. Dan Camilliere, who also attended the tour, noted that Martha Conneely, spokesperson of the Yes to WHS is doing a very good job presenting information to the public. Chairperson Fortunato also reported that she met with Town Manager Jeff Bridges and Architect Rusty Malik to discuss the explanatory text.

4. Contract Work Group Report:

Diane Fitzpatrick reported that the group hasn't met yet, but her general review of the contract is that it looks solid. A question was raised as to whether the Construction Manager will hold the

contracts for services, or if the Town will be paying the bills. The other question concerned whether or not the Finance Department of the Board of Education or the Town will be responsible for reconciling all the reimbursables. Mr. Malik discussed the role of the construction manager advisor, and that a combination of the construction manager, the designer, the business manager and the superintendent are typically the approvers. The committee would also like to have a monthly or quarterly financial statement so that they have a regular accounting of project expenses. Chairperson Fortunato mentioned that she and a few other committee members are planning on attending a CREC workshop on March 20th on Managing a Building Project. Diane Fitzpatrick also discussed the need for a staff person (purchasing) to manage the FFE (furniture, fixtures, equipment) portion of the project. Mr. Malik commented that the preconstruction component must be clearly defined and the construction manager should be integrated into the team of designer, committee members, and local officials and staff. Diane Fitzpatrick stressed the importance of having the Building Official and the Fire Marshal as regular members of the team. Chairperson Fortunato mentioned that the strong commitment shown by the Board of Education, including Tim Howes and Fred Bushey is critical to working collaboratively with the Town. Chairperson Fortunato emphasized that there will always be at least one Building Committee member in attendance at the construction meetings including design and preconstruction, along with local officials

5. Review of Explanatory Text

Mr. Malik gave committee members copies of the draft explanatory text that he and Town Manager Jeff Bridges worked on in preparation for the meeting. Committee members would like to see the type font in a larger size, and decided to take out the site plan to make more room. Committee members discussed moving items like the auditorium to the top of the bulleted list to bring more attention to it. Committee members also discussed items like community use, security and safety, as well as technology updates as items that would be favorable to the general public. Mr. Malik will revise the explanatory text based on the committee comments, and email the draft to Town Manager Jeff Bridges for review and submission to the Bond Counsel for approval by the end of the week. The target date for the printing of the text is March 20th, with the goal of the second week of April for delivery to households in Wethersfield.

6. Invoices

The committee considered the following invoices:

Motion by Ed Brymer, second by Diane Fitzpatrick to approve invoice # 5244 from Quisenberry Arcari Architects, LLC, Invoice dated 01/31/2012 in amount of \$ 1191.81 Architectural Services

7. Other Business

Miscellaneous:

Tom Moore noted the letter report on the inspection has not yet been received.

Chairperson Fortunato suggested that the Building Committee meetings be held at the High School in the future, and committee members agreed.

8. **Adjournment:**

Motion made by Frank Dellaripa, seconded by Dan Camilliere to adjourn.
All members voted in favor. Meeting adjourned at 8:00 PM.

I hereby certify that the above is a true copy of the minutes approved by the High School & Hanmer Building Committee.

Diane Fitzpatrick, Clerk